

Agency X

Motor Vehicle Control Program

Objective:

The motor vehicle control program has the prime objective of maintaining safe and qualified drivers in the provision of Agency services.

Policy:

It is the policy of the (AGENCY X) to thoroughly review all aspects of service-related vehicle operations.

As stipulated in the following procedure this control program shall be initiated during the selection and hiring of staff and shall continue on by way of performance review, motor vehicle record review and in-service education.

Procedure:

Pre-employment

In addition to employment processes required for all AGENCY X applicants, for positions that require the operation of an Agency vehicle or the use of personal vehicles on company business to transport clients as a condition of employment, all employees shall be required to present a copy of a current, *satisfactory* Motor Vehicle Record (MVR) prior to beginning employment. A *satisfactory* Motor Vehicle record shall meet the following criteria:

- No more than one (1) moving violation conviction, excluding driving under the influence of alcohol or controlled substance, within twelve months immediately preceding the inquiry/application.
- No more than two (2) moving violation convictions, excluding driving under the influence of alcohol or controlled substance, within the twenty four months immediately preceding the inquiry.
- No conviction within the preceding 7 years of operating a motor vehicle under the influence of alcohol or controlled drugs, leaving the scene of a motor vehicle accident, reckless operation of a motor vehicle, or operating to endanger.
- In addition to the established standards, the Agency insurance company will have the final authority to rule on the applicant's/employee's Motor Vehicle record.

Motor Vehicle Record Reviews

The Agency will obtain an updated Motor Vehicle Record on each employee (as applicable) on an annual basis, at a minimum. Employees must maintain a *satisfactory* driving record as described above. Violations in excess of the frequency established will be grounds for disciplinary action up to and including termination.

Any conviction for operation under the influence of alcohol or a controlled drug shall result in the immediate termination of employment.

The following may also result in the immediate termination of employment:

- The arrest, conviction or indictment for leaving the scene of a motor vehicle accident, or reckless operation of a motor vehicle, or operating to endanger.
- Involvement in a motor vehicle accident that has a direct bearing on the driver's ability to operate a motor vehicle.
- A determination that a driver is an abuser of alcohol, prescription drugs or controlled substances.

Operation of Company Owned Vehicles or Personal Vehicles While Transporting Clients

Employees are required to notify their immediate supervisor of any violation or conviction, whether or not such incidents occur during business hours. Failure to report such violations can be considered grounds for disciplinary action up to, and including, termination.

The following offense and discipline schedules shall apply to events surrounding the operation of a company vehicle on or off company business or of a personal vehicle while transporting clients. The Agency will apply particular scrutiny to those situations described herein when a personal vehicle is involved while transporting Agency clients:

- Two preventable (according to National Safety council driving standards and confirmed by the accident review committee) property damage accidents in a 12-month period will result in disciplinary action, up to and including termination, but not less than a written warning.
- Two preventable bodily injury accidents in 12-months will result in disciplinary action, up to and including termination, but not less than a written warning.

- A conviction within the preceding 7 years for operating a motor vehicle under the influence of alcohol or controlled drugs, leaving the scene of a motor vehicle accident, or reckless operation of a motor vehicle or operating to endanger, unless in the judgment of management the driver's reputation is such that said conviction is unlikely to adversely affect the applicant's physical, mental or moral fitness to operate a motor vehicle.
- Arrest, conviction or indictment involving the manufacture, illegal transportation, possession, sale or use of controlled drugs.
- Involvement in a motor vehicle accident that has a direct bearing on the driver's ability to operate a motor vehicle.
- A determination that a driver is an abuser of alcohol, prescription drugs or controlled substances.
- Any conviction for driving a company vehicle on or off company business, or personal vehicle on company business, under the influence of alcohol or controlled substance such as identified in New Hampshire RSA 265 shall result in an immediate termination.
- Conviction from speeding violation, first offense in 12 months at a speed of
 - Less than 20 MPH greater than the posted limit will result in a written warning.
 - 20-25 MPH greater than the posted limit, will result in disciplinary action, up to and including termination, but not less than a 2 day unpaid suspension.
 - Greater than 25 MPH greater than the posted limit, will result in disciplinary action, up to and including termination, but not less a 5 day unpaid suspension.
- All other motor vehicle violations occurring with a company vehicle or personal vehicle while transporting clients, over a 12 month period shall be as follow:
 - 1st offense -----written warning
 - 2nd offense -----5 day suspension
 - 3rd offense -----termination

A 3rd offense within 24 months may result in the termination of employment, but not less than a 5 day unpaid suspension.

Defensive driving will be offered on a regular basis and is mandatory for all driving employees.

AGENCY X Driver Licensing Requirements:

An AGENCY X employee must meet the physical requirements for the position and pass the required Department of Transportation physical exam to be completed by a qualified medical personnel.

Additionally, AGENCY X employees must have the proper class driver's license to operate a company vehicle and, when appropriate, conform to the commercial driver's licensing (CDL) program. All other licenses with respect to job activity, such as school bus permits and ambulance attendants' licenses, shall be maintained in good standing when necessary.

- ❑ A vehicle with rated capacity of 15 passengers or more, including the driver, and less than 26,000 pounds gross vehicle weights, requires a CDL C/P license.
- ❑ A vehicle with a rated capacity of 15 passengers or more including the driver, and with a gross vehicle weight of more than 26,000 pounds requires a CDL B/P license.
- ❑ A vehicle not designed to carry passengers, but with a gross vehicle weight of more than 26,000 pounds requires a CDL C license.

Motor Vehicle Record Performance Reviews:

All AGENCY X staff whose positions require the operation of a licensed vehicle on company business shall receive performance evaluation in the same manner as any other Easter Seal/AGENCY X employee and:

At a minimum of 12 months following the date of hire, and annually thereafter, the employee shall provide an updated Motor Vehicle Record to AGENCY X for appropriate consultation with the supervisor of the driver.

Disqualification of driving privileges will result from arrest, conviction or indictment involving the conviction of a crime where the employee used a motor vehicle to commit the crime. Other disqualifying factors include, but are not limited to:

- Arrest, conviction or indictment for deviant behavior such as rape, deviant sexual relations or sexual assault
- Arrest, conviction or indictment for operating a motor vehicle under the Influence of alcohol or controlled drugs, leaving the scene of motor vehicle accident or reckless operation of a motor vehicle, or operating to endanger.

